

**MINUTES OF THE JONESTOWN WATER SUPPLY CORPORATION BOARD OF  
DIRECTORS MEETING, HELD TUESDAY, MAY 10, 2022, 7:00 P.M., AT 10700  
CRESTVIEW DRIVE, JONESTOWN, TX 78645**

Board Members: President Keith Stewart, Vice President Bruce Covill, Secretary/Treasurer Brian Caller, Directors Amy Fitzgerald, Dani Harris, Tim Hawkins, John Riddle, Dave Stewart, Don Swayne
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**1. Call to order.**

President Keith Stewart called the meeting to order at 7:02 p.m.

Board members present: President Keith Stewart, Vice President Bruce Covill, Secretary/Treasurer Brian Caller, Directors Tim Hawkins, John Riddle, Dave Stewart; Dani Harris attended via teleconference.

Board members absent: Amy Fitzgerald, Don Swayne.

Staff present: John Tichi.

**1a. Set Date of Next Regular Meeting – June 14, 2022.**

President K. Stewart mentioned the next meeting will be June 14, 2022.

**2. Members and/or Public Comment.**

No members were present.

**3. Approve Minutes.**

**a) Regular Meeting minutes of April 12, 2022.**

Director Hawkins moved to approve the minutes of April 12<sup>th</sup>, seconded by Director Riddle. The motion passed unanimously.

**b) Special Meeting minutes of April 18, 2022.**

Vice President Covill moved to approve the minutes as presented, seconded by Director Riddle. The motion passed with five affirmative votes and two abstentions from Directors Harris and Hawkins.

**4. Financial Matters.**

**a) Secretary/Treasurer's Report.**

Secretary/Treasurer Caller reviewed the April monthly financials and mentioned equity buy-ins are up. Manager Tichi addressed questions regarding cost of goods sold, water sales, and engineering and phone expenses.

**b) Approve Bills, Invoices and Other Payables.**

Director Dave Stewart moved to approve the bills, seconded by Director Riddle. The motion passed unanimously.

**c) Discuss/Approve Budget Amendment(s).**

(There were no budget amendments)

**5. President's Report Concerning Corporate Affairs.**

President Keith Stewart reported one of his goals is to have efficient meetings and provided a contact list for directors. Directors were asked to submit questions to Manager Tichi prior to

meetings and reminded to comply with the Open Meetings Act in communicating with each other.

**6. General Manager's Report.**

(See below; report was given after the Committee Reports)

**7. Committee Reports.**

**a) By-Laws & Policies Committee.**

Vice President Covill noted this committee has completed its work. This committee will be removed from the report list on future agendas.

**b) Construction Committee.**

Director Hawkins reported engineering drawings are almost complete and the engineer's Probable Cost of Construction has been received. Staff will look at the proposed procurement methods and prepare an amended construction cost estimate, then present to the construction committee for review. The committee will bring the estimate to the full board for approval, then application can be made for bank financing, possible June to July. Directors discussed inflation concerns and amount of budget contingency.

**c) Credentials Committee.**

No report was given.

**d) Personnel Manual Committee.**

Director Harris reported work is ongoing on reformatting the personnel manual.

**e) Budget Committee.**

No report was given. Two budget meetings will likely be scheduled prior to June 14<sup>th</sup> to work on a proposed budget. Manager Tichi will send out a preliminary budget by this Friday along with a "wish list" of items.

**6. General Manager's Report.**

Manager Tichi reported working on design issues for the treatment plant. Two staff positions still need to be filled, with difficulty finding applicants to take the positions due to the budgeted pay offered. The truck that was ordered is currently in production. Tichi provided a one-page drought contingency information sheet that will be posted on the website and provided to the HOA's and to website subscribers. He briefly addressed questions about water loss figures.

**8. Old Business.**

None.

Note: Director Harris left the meeting at 7:50 p.m. and was not present to vote on Items 9 or 10.

**9. New Business.**

**a) Discuss/approve creating a Construction Committee to replace the Destination Way Raw Water Line Project Committee.**

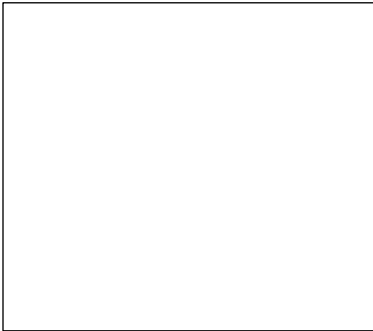
Vice President Covill moved to approve creating a Construction Committee to replace the Destination Way Raw Water Line Project Committee and appointing Tim Hawkins as Chair, and Dave Stewart, Bruce Covill, Keith Stewart and John Tichi as members. Director Hawkins seconded the motion. The motion passed unanimously.

**10. Adjournment.**

Secretary/Treasurer Caller moved to adjourn, seconded by Director Hawkins. The motion passed unanimously. President Keith Stewart adjourned the meeting at 7:53 p.m.

Minutes recorded in type by Rachel Austin.

**PASSED AND APPROVED AT THE REGULAR MEETING HELD ON JUNE 14, 2022.**



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Keith Stewart, President

ATTEST:

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Brian Caller, Secretary